

<b>EMPLOYMENT OPPORTUNITY</b>		<b>PLEASE POST!!</b>
<b>TITLE: EXECUTIVE DIRECTOR, BOSTON CONNECTS, INC</b>  <div style="text-align: center;"> <b>BOSTON CONNECTS, INC.</b>  <b>BOSTON EMPOWERMENT ZONE</b> </div>  <b>FISCAL AGENT: BRA/EDIC</b>	<b>JOB VACANCY POSTING NO.</b> <b>10-05</b>  <b>POSTING DATE:</b> <b>4/8/05 Rev: 10/21/05</b> <b>EXTERNAL DATE:</b> <b>4/22/05</b> <b>POSITION FILLED:</b> _____  <b>DATE:</b> _____ <b>NAME:</b> _____	

**SUMMARY:** Boston Connects, Inc. is the non-profit, independent 501©3 authorized by the Mayor of Boston to implement the Boston Empowerment Zone strategic plan. The Executive Director will be directly responsible for the oversight and management of that implementation process. Develop public relations and marketing strategies for BCI; develop and leverage partnerships with corporations and foundations to meet the growing needs of BCI programs. The Executive Director will work directly for the 24-member Boston Connects Governing Board.

- Work with the BCI Board of Directors to develop, revise and implement the Empowerment Zone Strategic Plan.
- Work closely with appropriate City of Boston departments to facilitate that implementation and reporting process.
- Develop annual work plans for Strategic Plan.
- Develop, oversee and manage annual operating budget for The Empowerment Zone and fundraise to supplement matching funds from government, banks, corporations and foundations.
- Work closely with the fiscal agent (BRA/EDIC) to ensure proper fiscal oversight and procurement practices are put in place.
- Hire and provide supervision and management for BCI staff, members and consultants.
- Develop a bid and procure a contractor to monitor and evaluate the process and programs of the Strategic Plan.
- Work with the BRA/EDIC to provide smooth operation for administrative, human resources and general operational issues for 501©3.
- Work closely with BCI Board providing opportunities for Board training and development.
- Ensure that Boston Connects meets all of regulatory requirements for HUD and is in compliance with the City of Boston.
- Develop public relations and marketing strategies for BCI; develop and leverage partnerships with corporations and foundations to meet the growing needs of BCI programs.
- Represent the Empowerment Zone as the lead spokesperson to the community residents, community-based organizations, businesses and other organizations in the Zone.
- Provide regular progress reports to Governing Board and the Mayor of the City of Boston.
- Prepare quarterly and annual reports to the City of Boston for HUD.
- Provide quarterly updates at City of Boston’s Project Review Committee Meetings.
- Attend monthly meetings of the Governing Board. Attend city department meetings, i.e. BRA, DND, OHS, joint meetings, as made necessary by the BCI Board.
- Perform all other related duties as assigned by Board of Directors.

**QUALIFICATIONS:** Requires Masters Degree in Business, Public Administration or related field plus 10 years experience or other relevant, equivalent combination of education/experience. Must have strong experience in convening groups, demonstrated success in working with urban populations in an urban environment and experience working with community organizations. Must be able to move well in corporate, government and nonprofit circles. Must have familiarity with fund raising activities, supervision of professional staff and financial management of a not for profit organization including budget development and maintenance. Requires the ability to in a number of cultural, ethnic and economic communities and have an understanding of resident populations as well as their relationship with local government. Must possess excellent strategic thinking, writing and effective public speaking skills, meanwhile demonstrating intangibles such as professionalism, strong work ethic, honesty sincerity and compassion. Knowledge of economic development and financial management is desirable.

**GRADE: 26**

**HIRING RANGE: \$86, 570.86 - \$113, 061.18**

**To apply:**

**Send resume/cover letter brief writing sample and 3 professional references by May 13, 2005 to:**  
**Search Committee for the Executive Director, Boston Connects, Inc**  
**C/O BRA, Human Resources, 43 Hawkins Street, Boston, MA 02114**

E - Mail [hr.bra@ci.boston.ma.us](mailto:hr.bra@ci.boston.ma.us) Fax: 617-918-5458  
**BOSTON RESIDENCY IS REQUIRED ON THE DATE OF HIRE.**